

Applicant's Briefing

FEMA 4100-DR-AR

FEMA 4100 – DR – AR

- **Incident Period**

- December 25, 2012 to December 26, 2012
- Severe Winter Storm
- PA Declaration on January 29, 2013

PUBLIC ASSISTANCE GRANT PROGRAM

Supplemental financial assistance to state, local governments and certain private non-profit organizations for response and recovery activities required as a result of a disaster.



GRANTEE or SUBGRANTEE

Grantee - State or tribal government that is responsible for administering Public Assistance grants.

Subgrantee - eligible applicant that receives a Public Assistance grant as reimbursement for performing eligible disaster work.

COST

WORK

FACILITY

APPLICANT

ELIGIBLE APPLICANTS

State Government

County Government

City Government

Certain Private Nonprofit Organizations

Native American Tribes or Tribal
Organizations

Tax Exempt & Open to the Public Private Non-Profit (PNP)

- PNP Organizations must have an effective ruling letter from the Internal Revenue Service at the time of the disaster granting tax exemption under Sections 501(c), (d), or (e).
- The specific facility for which the PNP organization is requesting funding must be **used primarily for an eligible purpose** consistent with the services identified and, generally, be **open to the public**.

CRITICAL PRIVATE NON-PROFIT (PNP) APPLICANTS

The following types of PNP facilities are specifically eligible:

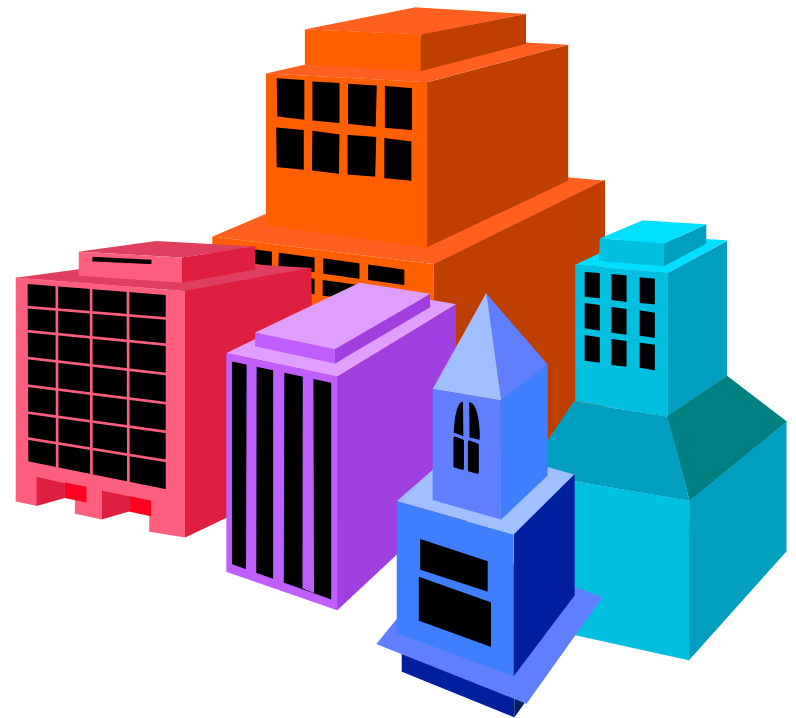
Utility

Fire/Emergency

Medical

Custodial Care

Educational



NON-CRITICAL PRIVATE NONPROFIT APPLICANTS

The following essential service facilities are eligible
when open to the general public:

Museums

Zoos

Community centers

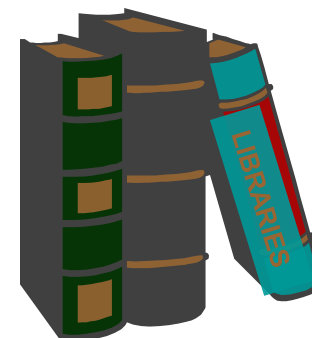
Libraries

Homeless shelters

Senior citizen / Day care centers

Rehabilitation facilities

Shelter workshops



PRIVATE NON-PROFIT

- Must submit a tax exempt certificate and organization charter or bylaws.
- Dunn & Bradstreet ID # 1-866-705-5711
- PNP Questionnaire
- State Tax ID #
- Must be open to the general public.
- Until all documentation is received applicant is not eligible for assistance.

ELIGIBLE FACILITY REQUIREMENTS

- Damaged as a result of a declared event
- Located within a declared disaster area
- The legal responsibility of an eligible Applicant
- In active use at the time of the disaster
- Not under the authority of another federal agency

CATEGORIES OF WORK

- A - DEBRIS REMOVAL
- B - EMERGENCY PROTECTIVE
- C - ROAD SYSTEMS
- D- WATER CONTROL FACILITIES
- E- BUILDINGS & EQUIPMENT
- F- UTILITIES
- G- PARKS - RECREATIONAL - OTHER

EMERGENCY WORK



Category A - **Debris Removal**

Category B - **Emergency Protective Measures**

Emergency Work (Category A & B)

- Eliminate immediate threat to:
 - Life, Public Health, Safety, Significant damage to improved public or private property
- Ensure economic recovery of the community and benefit the community at large
- In all cases, the costs associated must be cost effective and reasonable

Category A - Debris Removal

- Eligible
 - Storm Related Debris
 - In Public Right-of-way
 - Separated at the Right-of-way/Curb
- Not Eligible
 - Private Property (case by case, FEMA approval)
 - Unimproved Public Property
 - Stumps (50% Exposed)
 - Demolition
 - Concrete Slabs
 - Commercial Property
 - Vacant Lots
 - Routine Garbage/Trash Pickup

Category A - Debris Removal

- Overtime Only when using salaried/force account employees
- Using temp hire employees
- Leased Equipment w/operator
- Contract –proper bidding procedures and competitive bidding

Monitoring

- Type, Amount, and Location
- Measure/Certify Truck Capacity
- Load Tickets
- Validate hazardous trees, hangers, leaners, and stumps
 - GPS & Pictures Required
- Ensure trucks are accurately credited for load
- No Mixed loads
- Authorizations/Permits are obtained (ADEQ/SHPO)
- Daily monitoring reports

DEBRIS MANAGEMENT

- Obtain authorization prior to burning debris (ADEQ/SHPO)
- Debris staging must be on an acceptable site; complete debris certification or get individual permits.
- Provide locations of authorized debris sites.
- Reduce debris volume wherever possible (e.g. grinding, chipping, burning, recycling).
- Dispose debris in a permitted landfill.
- **Do Not** dump debris into open waters of any kind (including wetlands or floodplains).

Category B - **Emergency Protective Measures**

- **Examples**

- Emergency Debris Clearance (First Push)
- Search & Rescue
- Safety Barricades & Signs
- Security Forces
- Health & Safety Hazards
- Emergency Protective Levees
- Sandbagging & Emergency Pumping
- Food & Shelter –When provided by the applicant
- **OT for Regular Employee and all salary costs for an Extra Hire**

ELIGIBLE PERMANENT WORK

- **Category C - G**
- Repair, restore or replace damaged facilities in accordance with regulations
- Restore to pre-disaster design, capacity and function in accordance with applicable codes and standards
- The work must be required as a result of the disaster
- May include cost effective hazard mitigation measures

Categories C-G

- **CODES/STANDARDS**
 - Adopted prior to disaster
 - History/Uniform Application
 - Proven Progress/Enforcement
- 50% Rule (Repair or Replace)
- Equipment (Used/Surplus)
- Vehicles (Less Insurance/Blue book value)
- Supplies (Pre-disaster stock)
- Deduct insurance and salvage value (**STATEMENT OF LOSS**)
- **Not Eligible – Increase operating cost/lost revenue.**
- FEDERAL HIGHWAY ADMINISTRATION (FHWA ROADS)

GENERAL COST ELIGIBILITY

- Reasonable and necessary cost to accomplish eligible work
- Complies with federal, state, and local laws and regulations
- Insurance proceeds, salvage value, and purchase discounts must be deducted

ELIGIBLE DIRECT COSTS

- Salaries, wages and fringe benefits
- Volunteer Labor (Emergency Work Only)
- Materials
- Applicant owned equipment
 - FEMA Cost Codes
- Rented equipment
- Contract costs incurred for eligible work, including engineering/design services

DONATED RESOURCES

Volunteer Labor (In-Kind Match)

- Applies to the Non-Federal Share of Emergency Work Only (A & B)
- List of volunteers
- Names, days, hours, location of work, and type of work.

ACCEPTABLE CONTRACTS

- Unit Price
- Lump Sum
- Time & Materials (for emergency work)
- Normal bidding procedures are not required during first 70hrs

CONTRACT WORK

- Ensure

- Reasonable cost
- Competitive bidding



- Avoid

- Debarred or suspended contractors
- Cost + Percentage of cost
- Payment contingent upon federal reimbursement



METHODS OF PROCUREMENT

- Follow your own procurement procedures (44 CFR 13.36)
- Small purchase procedures
- Sealed Bids
- Competitive Bids
- Noncompetitive Bids (sole source)
 - Can only be used when normal means are not feasible and must be documented
 - Item is only available single source
 - An emergency exists **(1st 70 Hours)**
 - After solicitation, competition insufficient

Documentation is establishing and maintaining records.

All projects are subject to final state/FEMA review.



Documentation

- Establish and Maintain your records.
- Create a file for each project.
- Records **Must** be retained for 3 years after the entire disaster is closed.



PUBLIC ASSISTANCE FUNDING PROCESS

Where is our money?



FEMA 4100– DR – AR

- Incident Period

- December 25, 2012 – December 26, 2012
- Severe Winter Storm
- PA Declaration –(will vary for this event)

FEMA 4100– DR – AR

- **FUNDING**

- 75% Federal funds
- 12.5% State funds
- 12.5% Applicant funds
 - PNPs will only receive 6.25% State funds (18.75% their cost share (effective January 1, 2011))

LAWS-REGS-POLICIES

- Robert T. Stafford Disaster Relief and Emergency Services Act (STAFFORD ACT)
 - Law
- Regulations (44 CFR Part 206)
 - Used to implement the Statute
- Policies (9500 Series)
 - Used to apply the regulations and Statute
- FEMA 321 – PA Policy Digest
- FEMA 322 – PA Guide
- FEMA 325 – Debris Management Guide

Applicant Briefing Packet

- Request for Public Assistance (RPA)
 - Deadline 30 Days from declaration date
- Applicant – State Agreement
- Designation of Applicant Agent
- W-9 Form
- Direct deposit or State Agency Transfer
- PNP Questionnaire (PNPs Only)

DUNS Numbers

- The Data Universal Numbering System (DUNS) number identifies your organization. It is how the Federal Government tracks grant funds.
- DUNS Numbers are issued by Dunn and Bradstreet INC.
- Organizations are required to have a DUNS number to apply for Federal Grants.
- To get a DUNS Number call 1-866-705-5711.

Required Information for DUNS

- Name of organization
- Organization address
- Local phone number
- Name of the CEO/Owner
- Legal structure of the organization
(corporation, partnership, proprietorship)
- Year organization started
- Primary line of business
- Total number of employees (full and part time)

Kick-Off Meeting

- Conducted by the FEMA Public Assistance Coordinator (PAC)
- Focus of specific applicant needs
- 60 days to identify damages
- 12 Months to identify alternate projects
- ADEM Representative (Liaison)
- PS (Project Specialist)
- Mitigation
- Environmental
- Debris Specialist

APPLICANT RESPONSIBILITIES

- Submit Request for Public Assistance (RPA)
- Establish a file for each project separately.
- Maintain accurate accounting records for each project separately.
- Provide accurate information
 - List of damages
 - Insurance Policies and other Settlement (**Statement of Loss**)
 - OT Policy
 - Hazard Mitigation Proposal
 - Copy of current codes and standards

APPLICANT RESPONSIBILITIES

- Prepare a list of work performed by location.
- Locate each site on a map
- GPS Coordinates
- Photographs
- Be able to provide complete cost breakdown
- Determine if project will be repaired by force account or contract

What is a Project Worksheet (PW)

- Identifies the Facility
- Damage Description (DD)
- Scope of Work (SOW)
- Breakdown of Costs
- Mitigation Proposal
- Special Considerations
- Environmental and Historical Preservation (EHP)
- Conditions
- Comments
- **Minimum project is \$1000**

Review Process

1. PW Written
2. PAC Reviews
3. EHP, Mitigation, Insurance, etc. reviews
4. Changes Made
5. State Review & Final Review
6. Applicant will sign
7. Submitted to Date Entry/EMMIE
8. Funds Awarded to the State
9. State reimburse applicant

- **Project Formulation (Be Part of this process)**
 - Ensure that the “local” representative is part of the formulation Team. (Group Effort)
 - Damage/Site Visits (GPS & Pictures)
 - Documentation Review
 - PW Writing
 - PW Review (Signatures)
 - Exit Briefing

TYPES OF PROJECTS

Small Projects – less than \$67,500

Large Projects – \$67,500 and above

Alternate Projects – must request

Improved Projects – must request

REMEMBER

Failure to request could result in loss of funds

SMALL PROJECTS

- Federal cost share is paid upon Project Worksheet (PW) approval/funds awarded.
- Actual Costs or Based on Estimates
- Small Project Audits/Appeal
- Overruns **NOT** allowed
- Small Projects are considered **closed** at the time the Project is written. FEMA and/or State will conduct a random sampling of projects to validate overall completion.

LARGE PROJECTS

- Project 100% complete – 75% of Federal cost share will be paid - balance paid when inspected & state review completed
- Projects **Not** 100% Complete – Federal cost share will be paid based on work completed
 - Applicant will submit large project funding request form with documentation of costs & payment for those costs as work is continued; state reviews & pays 75% of costs
 - Advances (Not to exceed 25% of Federal Share)
- **Quarterly Reports must be submitted for each large project not complete. (October 1 – January 1 – April 1 – July 1)**

ALTERNATE PROJECTS

Funds used for a project other than repair of the damaged structure:

- Must receive FEMA prior approval
- May Require environmental assessment
- 10% reduction of FEMA funding from original project estimate

IMPROVED PROJECTS

With state approval, the applicant may restore pre-disaster function, and make improvements

Applicant is financially responsible

TO AVOID LOSS OF FUNDING

Obtain all permits and clearances
before you start
construction/repairs for the
following special considerations!!!

Information in: **Green Book**

SPECIAL CONSIDERATIONS

Environmental Requirements

Threatened & Endangered Species

Historic Preservation

Special Flood Hazard Areas

Hazard Mitigation

Insurance

ENVIRONMENTAL REVIEW

Requires compliance with all Environmental and Historic Preservation Laws.

Environmental review helps expedite compliance with Federal, State and Local laws.

Examples – USACE 404/Nationwide, ADEQ Burn/STAA, and SHPO

THREATENED & ENDANGERED SPECIES

Consider the affects of threatened or endangered species.

US Fish & Wildlife Service is the primary contact for Federally listed threatened and endangered species.

AR Game and Fish Commission is the primary contact for State listed species.

Applicant must comply with all Federal & State endangered species laws.

HISTORICAL PRESERVATION

- Have any historical issues identified prior to meeting with State/FEMA representative.
- Property eligible for listing on the National Register of Historic Places requires special consideration under the National Historic Preservation Act.
- **DO NOT** disturb/dig the ground unless permit/approval came from the State Historical Preservation Officer (SHPO).
- Obtain all permits as necessary.



HAZARD MITIGATION - 406

- Cost effective measures that reduce the potential for damages to a facility from a future event.
- Damaged elements of the facility
- Permanent work only
- Upsize Culverts (H & H Study), Rip Rap, Etc.
- Discuss measures with your ADEM/FEMA Representative.



INSURANCE REQUIREMENTS

Actual or anticipated insurance proceeds will be deducted from the eligible project costs for facilities that are insured.

All applicants are required to obtain and maintain insurance coverage on all insurable facilities, as a condition of Public Assistance funding.

Additional specific requirements will be applied to all flood damaged facilities located within the Special Flood Hazard Area.

- **Total Project costs and Proof of Insurance**
- **Statement of Loss**

ADMIN ALLOWANCE

Direct Admin Costs

- Related directly to a Project Worksheet
- Subgrantee
- Documented costs only
- Line Item in PW
- Extra Hires for Projects

PROJECT COMPLETION TIME LIMITS

Time limits for all Projects begin the date of the disaster declaration

- ✓ Emergency work - 6 month (Category A & B)
- ✓ Permanent work - 18 months (Category C thru G)
- ✓ Extension of time for project completion must be requested from ADEM.

QUARTERLY PROGRESS REPORTS

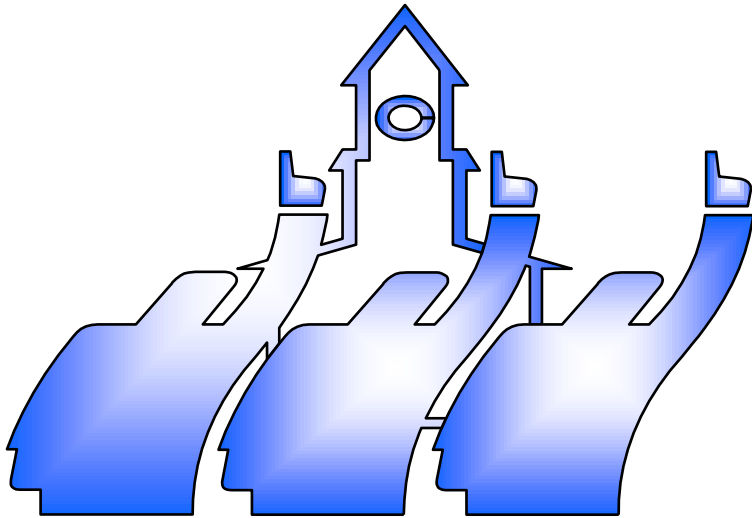
- ✓ Large Projects

FEDERAL EMERGENCY MANAGEMENT AGENCY	
FORCE ACCOUNT LABOR RECORD	

APPLICANT										PW REF NO.	CATEGORY	FIPS NO.	DISASTER #																
											C		FEMA	1975		AR													
EMPLOYEE NAME / TITLE		STATUS	REG / OT	DATES & HOURS WORKED EACH WEEK																				RATES / COSTS					
																								TOTAL HRS	HOURLY RATE	BENEFIT RATE	TOTAL HOURLY	TOTAL COST	
				1/1	1/2	1/3	1/4	1/5	1/6	1/7	1/8	1/9	1/10	1/11	1/12	1/13	1/14	1/15	1/16	1/17	1/18	1/19	1/20	1/21					
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				SHEET REG HOURS																					REG GRAND TOTAL				\$ -
				SHEET OT HOURS																					O/T GRAND TOTAL				\$ -
																									GRAND TOTAL				\$ -
I certify that the above information was obtained from Payroll records, invoices, or other documents that are available for audit.																													
CERTIFIED										TITLE										DATE									

APPEALS

Any determination
related to Federal
assistance may be
appealed.



The time limit for appeal submission is 60
DAYS from receipt of notice of the action
which is being appealed.

REQUIRED AUDITS

Single Audit

- If you spend \$500,000+ of Federal grant funds in one (1) year.
- Is required by law.

EMMIE

- Emergency Management Mission Integrated Environment
- <https://portal.fema.gov>
- Click on New User
- Complete registration
- PA eGrants
- Subgrantee Access Code = S05 (S zero 5)

EMMIE

- Follow the progress of each PW
- Review process
- Mitigation eligibility
- Types of permits/conditions required
- When the funds awarded

ADEM Website

www.adem.arkansas.gov

Arkansas Department of Emergency Management

Arkansas Department of Emergency Management - Windows Internet Explorer

http://webserver/ADEM/index.aspx

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Arkansas

Department of Emergency Management

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EMAP Accredited

Important News

[FEMA 1975-DR-AR \(April 23rd and Continuing Storms\)](#)

Disaster Assistance Information

For Road Closures and Information

Boil Order

Franklin and Johnson residents whose homes received major damage or were destroyed during the severe storms, tornadoes and flooding May 24 - 26, 2011, apply for assistance here.

VIDEO TOUR

CLICK HERE

Arkansas' Homeland Security & Preparedness Agency

DECLARATION DATES

- January 29, 2013– RPA submitted by **February 28, 2013**
Garland, Grant, Hot Spring, Lonoke, Perry, Pulaski, and
Saline Counties (Categories A-G)

WORK COMPLETION DATES

July 29, 2013(Category A & B)

July 29, 2014(Category C thru G)

STATE SHARE REQUEST

- **State Share Request Form (Original is required)**
 - All eligible work has been completed according to the Scope of work (PW)
 - All Federal Funds have been paid
 - All Large Project Quarterly Reports have been submitted
 - All Time Extensions have been received and approved
 - All documentation has been submitted/review for eligibility
 - All necessary audits of files have been completed
 - All necessary site inspections have been completed by ADEM and/or FEMA representatives
 - Turn around time is 60-90 days once inspection is completed

FINAL REMINDERS

- QUARTERLY REPORTS
- TIME EXTENSION REQUESTS
- IMPROVED PROJECT REQUESTS
- ALTERNATE PROJECT REQUESTS
- CHANGE IN SCOPE OF WORK REQUESTS
- PERMITS
- CONTRACTS AND COMPETITIVE BIDDING
- DOCUMENTATION OF ALL COSTS

FAILURE COULD RESULT IN LOSS OF FUNDING

REMEMBER . . .

UNDOCUMENTED ELIGIBLE
EXPENSES WILL NOT BE
REIMBURSED!

In Doubt or have Questions

CALL US or EMAIL

501-683-6700

recoverybranch@adem.arkansas.gov

Jodi Lee

Joey Hightower

Clay Bewley

Kyle Key

Arkansas Department of Emergency Management

ADEM

Attn: Recovery Branch

Bldg. 9501

Camp JT Robinson

N. Little Rock, AR 72199

501-683-6700

501-683-7892 (Fax)

<http://www.adem.arkansas.gov>



Arkansas' Homeland Security & Preparedness Agency